







**Indiana University of Pennsylvania  
AY2022-23 and AY2023-24 (two-year) Student Fee Change Request Form**

<b>Part 1: Title and Rate</b>			
<b>Fee Title:</b>	Installment Payment Plan <i>(If current fee, list title <b>exactly</b> as approved by the IUP Council of Trustees.)</i>		
<i>Note: Enter the exact dollar amount. Percent change will calculate automatically.</i>			
<b>Please check one:</b>			
<input type="checkbox"/> New Fee	<b>Year 1:</b>	<b>Rate as of Fall 2021:</b> <i>(N/A if new fee)</i>	\$ <u>47.00</u>
<input type="checkbox"/> Fee Increase		<b>Proposed Rate: Summer 2022:</b> <i>(Please explain if beginning date is different from summer 2022 semester.)</i>	\$ <u>35.00</u>
<input checked="" type="checkbox"/> Fee Decrease			
<input type="checkbox"/> Fee Title Change		<b>Change:</b>	\$ <u>(12.00)</u>
		<b>Change %:</b>	<u>-25.5%</u>
	<b>Year 2:</b>	<b>Proposed Rate as of Summer 2022:</b> <i>(N/A if new fee)</i>	\$ <u>35.00</u>
		<b>Proposed Rate: Summer 2023:</b> <i>(Please explain if beginning date is different from summer 2023 semester.)</i>	\$ <u>35.00</u>
		<b>Change:</b>	\$ <u>-</u>
		<b>Change %:</b>	\$ <u>-</u>

**Part 2: Rate Assessment**  
If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

**Part 3: Description**  
Describe the purpose of the fee, what activities it will support, and the fund center in which revenue should be recorded.  
To support general fund expenses and give students the option to pay balances due in up to five installments per semester. IUP's installment payment plan fees currently range from \$40 to \$55 and averaged \$47 in fiscal year 2020-21. IUP is recommending that the fee be \$35 for all installment payment plans, which is a reduction by \$5 to \$20. IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest enrollment fee, which ranges from \$25 to \$40 at the other State System universities, with one exception.

**Part 4: Justification - Attachments Required:**

A) Complete the Total Cost of Attendance Analysis: Attachment A N/A

B) Provide comparative analysis of the respective system institution fees: Attachment B

C) Provide a revenue/expense summary: Attachment C

**Part 5: Originating Department**

William Buttz \_\_\_\_\_  
Originator's Name Vice President Approval Date

**For Official Use Only:**

Beginning Fund Balance (if applicable) \_\_\_\_\_

COT Approval Date: \_\_\_\_\_  
Cost Center Posting: \_\_\_\_\_ Detail Code: \_\_\_\_\_



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Changes to university fees are typically presented to the IUP Council of Trustees for approval during the council's December meeting. To positively impact students in the summer 2022 semester, off-cycle approval is being requested.

The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of IUP's late payment fee, a fee assessed when a student's university bill is not paid by the date it is due, IUP has determined that its late payment fee is higher when compared to other State System universities. Additionally, reducing this fee is in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's late fee is currently \$30 per month, for a maximum of \$120 per semester, while the other State System universities most commonly charge \$50 to \$100 per semester.

IUP, after evaluating this fee, is requesting a reduction of the monthly late payment fee from \$30 to \$20 and a reduction of the maximum late payment fee from \$120 to \$100 per semester. The reduction of the late fee makes it more consistent with other State System







